

**Minutes of the 2<sup>nd</sup> meeting of the Academic Affairs Committee (AAC) held on August 12, 2020 at 2.00 pm through Google meet**

***Following were present:***

1. Dr. Anuradha Sharma - Chairperson
2. Prof. Pushpendra Singh - DoAA
3. Dr. M S Hashmi - Chair-PG Affairs
4. Dr. Sumit Darak - Chair-UG Affairs
5. Dr. Debajyoti Bera
6. Dr Rahul Purandare
7. Dr. Debika Banerjee
8. Dr. Ganesh Bagler
9. Dr. Kiriti Kanjilal
10. Dr. Sriram K
11. Dr. Saket Anand
12. Dr. Sujay Deb
13. Dr. Rajiv Ratn Shah
14. Mr. K P Singh - Academic In-charge
15. Ms. Sheetu Ahuja - Manager (Academics)
16. Ms. Priti Patel - AM(Academics)
17. Mr. Ashutosh Bramha - AM (Academics)
18. Ms. Nisha Narwal - JM(Academics)
19. Mr Abhinav Srivastava - JM(Academics)
20. Ms. Sharmishtha Swasti - Student Senate Coordinator

At the outset, Dr. Anuradha Sharma (Chairperson-AAC) welcomed all members to the AAC meeting. Thereafter, the agenda items were taken up for discussion and the following decisions/recommendations were made:

**General Items**

**Item No.1 To confirm the minutes of the 1<sup>st</sup> meeting of the AAC held on July 18,2020**

No comments were received on the minutes of the 1st meeting of the AAC held on 18<sup>th</sup> July, 2020. Hence, the minutes of the meeting were confirmed.

**Item No. 2 To discuss plans for online teaching in the next semester.**

Chairperson AAC presented the item and after a brief discussion, AAC has recommended the following:

- In Monsoon 2020, the courses will run as per the existing regulations, i.e., 39 hours of teaching for a 4-credit course and so on. There will be a continuous evaluation of the students as it was in the offline mode of teaching.
- Faculty, out of their own free will, may record the lectures and class interaction sessions and share with the students.

- Faculty should ensure that they are available to help the students who miss the lectures due to poor connectivity, failure of electricity, or other genuine reasons.
- To facilitate smooth online teaching in the Institute, a list of best practices will be prepared by the AAC and shared with all the faculty members. DoAA suggested that he will share the first draft of the same with all AAC members for their inputs.
- Given the peculiar nature of this semester, multiple regular feedbacks will be collected from the students to ensure that online teaching is going smoothly. A draft form will be shared with AAC members for approval.
- Feedback from faculty members regarding the online teaching will be collected after midterm. A draft form will be shared with AAC members for approval.
- For the first week of Add-Drop, all the links for online classes will be available to all students so that they can attend any lecture with ease.

**Item No.3      To discuss TA training for conducting online tutorials and to evaluate assignments, quizzes, etc. in the online mode.**

Chairperson-AAC informed all the members that Dr Anuj Grover has kindly agreed to conduct the TA training session for Monsoon 2020.

During the discussion, DoAA has informed that to facilitate TAs, the institute has decided to provide them Wacom tablets and will also reimburse the internet charges. A necessary order will be issued by the Registrar Office shortly. The students are required to contact the HoDs of their Department in order to use the above facilities. AAC recommended that TAs should be informed of these facilities during the TA training session. The HoDs will be asked to inform the TAs.

**Item No.4      To discuss changes in the course feedback form to evaluate course delivery in the online mode.**

Consideration of this item was deferred to the next meeting. Meanwhile, Ms. Sheetu Ahuja was requested to create a draft of the Feedback Form and share with the AAC members.

**Item No.5      To discuss the Ordinances and Regulations for the PG Diploma Programs**

Prof. Pushpendra Singh, DOAA, presented this item and informed that there is a proposal to start two PG Diploma programs, viz. (i) PG Diploma program in collaboration with IBM and (ii) PG Diploma program in collaboration with SpringBoard. The matter was discussed in the previous PGC and in principle approval has also been given by the Senate and the Board of Governors for starting the diploma programs. However, there is no formal Ordinance and Regulation for starting these diploma programs. He also apprised the members of the process involved in framing the Ordinances and Regulations. The members discussed the Ordinances, Diploma Regulations and IBM regulations in detail. After a detailed deliberation, some points were noted and were updated in the documents. Attached are the final documents after incorporating the changes suggested by the committee. DOAA will share the details after getting the input from the members.

**Item No.6 To discuss the cases of UG students who have already spent 6 years in the system.**

Ms. Sheetu Ahuja presented the cases of students listed in Appendix - I, who have already completed 6 years; the last three students in the list have completed 5 years and entering into 6<sup>th</sup> year in the system, but they are still short of some credits for the award of degrees.

She also apprised the case of Mr. Udai Chopra who has completed 152 credits and would be graduating this year, but he has not done T.Com. Instead he has been allowed to do RM course subject to approval of the Senate. During the course of discussion, it was noted that T.Com. course was not available in a particular semester and he was allowed to take RM with the prior consent of the previous Chair UGC and DOAA under the prevailing circumstances and the fact that he has already completed 8 years. The AAC recommended the case for approval of the Senate.

She also apprised the members of the case of Mr. Ashutosh Nandan who is left with two core courses despite registering repeated times and now he has crossed more than 6 years. Therefore, an extension of one year would be necessary to enable him to register and clear the courses.

Considering the current COVID-19 pandemic situation, the AAC agreed to allow extensions for all of them for another year and recommended for approval of the Senate.

**Item No.7 To discuss and seek clarification about which M.Tech. bucket courses should be done by a student of Dual Degree B.Tech. (CS+X) programs if he /she has not done any particular core course.**

Ms. Sheetu Ahuja presented this item and apprised the members of the decision taken at the 46<sup>th</sup> Senate meeting held on July 6, 2020 according to which the students need to take either M.Tech. bucket courses or CSE core courses. The core courses mentioned in the CS+X programs are quite different; some of them are not matching. Therefore, a clarification is needed as to which M.Tech. bucket courses should be done by a student of Dual Degree B.Tech. (CS+X) programs if he /she has not done any particular core course. After a detailed deliberation, AAC suggested sending the table of core courses to CSE department for their recommendation about program wise waiver of bucket courses.

During the course of discussions, it was felt that a student wanting to do M.Tech. in CSE dual degree should get the consent of their thesis advisor as well as the CSE Department before applying for dual degree. The AAC desired the Academic Section to inform all the concerned students after the 2<sup>nd</sup> year itself that if they are planning to do M.Tech CSE dual degree, then their Thesis in M.Tech should be in CSE discipline.

This is further to be discussed to create guidelines.

**Item No.8** To consider the CSE Department's recommendation with regard to M.Tech. (CSE) program "It is advised that M.Tech. CSE students should do a minimum of six CSE courses in addition to completing the other requisite courses for degree requirements. He/She can only do two non-CSE courses."

Consideration of this item was deferred to the next meeting.

**Item No.9** To discuss the following clause of PG regulation : "As electives, at most 4 credits of "Independent Study" and 4 credits of "Minor Project" can be taken, i.e., a student can do maximum 1 IP and 1 IS towards the M.Tech. program requirements." The discussion may include the replacement of present requirements i.e. "1 IP and 1 IS" with "2 IP/ 2 IS/ 1 IP or 1 IS."

Chair AAC apprised the members of the existing PG Regulations which inter alia, implies that "In electives, at most 4 credits of "Independent Study" and 4 credits of "Minor Project (Independent Project)" can be taken. An online course is permitted to be registered as Independent study." Keeping in view the present requirement, it is proposed to replace "1 IP and 1 IS" with "2 IP or 2 IS or 1 IP & 1 IS." After a brief discussion, the AAC agreed to the proposal and recommended for approval of the Senate.

**Item No.10** Thesis Defense/Scholarly Paper Report Submission name: In a recent decision of the PGC and subsequent approval of the Senate, it was decided to grade Thesis/SP/CapP. During the semester, the current practice will be followed, where S/X will be awarded for multiple credit registration. When the student is expected to complete the minimum credit, in that particular semester, s/he will be registering for the defense or report submission.

Following are the proposed names: ·  
M.Tech. Thesis Viva (16 Credits)  
Scholarly Paper Report (4/8 Credits)  
Capstone Project Report.

Consideration of this item was deferred to the next meeting.

**Item No.11** To consider the issue of thesis grade for Ph.D. students graduating with M.Tech. degree. In a recent PGC meeting, it was decided to award letter grades to M.Tech. students for Thesis and SP. As per regulations, our Ph.D. students are allowed to take M.Tech. on the way or can also leave the Ph.D. program and can go with an M.Tech. degree. However, since the thesis grade for Ph.D. students is still S/X, how will the final grade for students transferring from Ph.D. to M.Tech. or taking on the way M.Tech. will be decided?

Consideration of this item was deferred to the next meeting.

**Item No.12** To discuss the question of grade replacement for PG students who are under academic warning. Should warning be exclusive of grade replacement for both M.Tech. & Ph.D. students? When can a Ph.D. student apply for grade replacement?

Consideration of this item was deferred to the next meeting.

**Item No.13      M.Tech. with coursework- How many 3xx level courses are allowed?**

Chair AAC apprised the members of the new PG Regulations, which allow a student to complete 48 credits of course work for the award of M.Tech. degree. A question has arisen as to how many credits of 300 and 400 level courses can be allowed to such students to complete the degree requirements. After a brief discussion, the AAC recommended to Senate to allow the student doing M.Tech. with course work to earn only a maximum of 8 credits from 300 and 400 level courses. This is in line with the rules for M.Tech. with Scholarly paper.

**Item No.14      M.Tech. with coursework- Can a student graduate with specialization? if yes, how?**

Chair AAC apprised the members of the new PG Regulations, which allow a student to complete 48 credits of course work for the award of M.Tech. degree. A question has arisen as to whether such a student can graduate with specialization. During the course of discussions, it was noted that a student earns specialization only if he/she is register with thesis or Scholarly paper option. After detailed deliberations, the AAC recommended that such students doing M.Tech. with course work should not be allowed to earn M.Tech. degree with specialization. Since there is no change in the rules, this will be applicable to students admitted from 2019 batch onwards.

**Item No.15      Degree date for those who are completing M.Tech. in 3 semesters**

Ms. Sheetu Ahuja presented the item and apprised the members of the background. It was noted that three degree dates have already been approved, which are applicable on completion of the program by default.

Arising out of discussion, AAC noted that the default degree date will be of 21 June for M.Tech. students. However, the students who are completing their graduation requirements in 3 semesters may request for grant of degree with January Degree Date. In addition to this, Ms. Sheetu suggested that since this matter is related to grant of degree to the students, the academic section would like to relook the matter carefully with respect to the implementation of the above rule and will present their observations/ suggestions in the next AAC meeting.

After a brief discussion, the AAC desired to get the information from the students going on internship and come up with details for further consideration in the next meeting.

**Item No.16      To review the points about the Ph.D. Thesis Evaluation Guidelines.**

Consideration of this item was deferred to the next meeting.

**Item No.17      To discuss the Ph.D. thesis reviewers list.**

Consideration of this item was deferred to the next meeting.

**Item No.18      Revisiting the guidelines regarding “Conflict of Interest” with regard to Ph.D. thesis evaluation.**

Consideration of this item was deferred to the next meeting.

**Item No.19      *To discuss the following points related to BTPs:***

1. Follow up item from 37 th -A UGC Meeting, Agenda Item 8. : In case of BTP extension of one month, a poster presentation is mandatory. Can such students submit their BTP reports after the extra month or should they have to submit an interim report as per the BTP submission date mentioned in the calendar?
2. Procedure to be followed if the advisor of continued BTP wants to change the evaluators assigned earlier.
3. How many students can register for one BTP as a team?
4. Over the past few years, many faculty members have been assigned close to 5-10 BTPs for evaluation. It becomes increasingly hard to evaluate so many BTPs. As a consequence, faculty ultimately rely on the BTP advisor to award the grade. Should we take an Easy Chair approach where faculty can bid for BTPs to be evaluated and if possible, it can be restricted to 2-3 BTPs or so?
5. Should there be a CGPA cut-off for BTP given the fact that at least 7 CGPA is mandatory to register for an IP?
6. What should be the latest semester for starting a BTP?
7. Should we restrict BTP advising to only a few visiting/guest faculty members (e.g. the ones who are experts in their core disciplines and come from sister institutes like IITs)?
8. At present below is the criteria followed to committee for deciding BTP awards. Once there was a concern raised by the Senate regarding this criteria and hence this needs discussion.

All BTPs in the following three categories be forwarded to the Committee for consideration:

- a. All A+ Grades
- b. All A grades
- c. All Popular Votes

Consideration of this item was deferred to the next meeting.

**Item No.20      Guidelines for B.Tech. Internships.**

Consideration of this item was deferred to the next meeting.

**Item No.21      To consider a proposal for charging application fee from Ph.D. candidates applying to Ph.D. programs at the Institute.**

Ms. Priti Patel apprised the committee about the recent discussions regarding charging of application fee from the candidates applying to Ph.D. programs. It was noted that currently there is no application fee for Regular round of PhD admissions, which lead to junk applications. In addition, the candidates coming for the interview are reimbursed travel cost as per the institute rules.

After a brief discussion, the AAC recommended the following for consideration in FC:

- To charge a fee of INR 300/- per application in regular round of admissions.
- To facilitate easy payment options such as paytm, easypay, etc. for the candidates.

The meeting ended with a vote of thanks to and by the Chair.

## Appendix I

S.No.	Roll No	Full Name	Program	program Specialization	Current Term	Status	Remarks	
1	2012114	Udai Chopra	BTech	CSE	Semester 14	Active	completed 148 credits	Completed 152 credits. Did RM instead of Tcom
2	2014024	Ashutosh Nandan	BTech	CSE	Semester 10	Active	completed 144 credits, 1 grade in Summer 18	He registered 2 courses in W19, 1 in M19 and 2 in W20. He is having backlogs in 2 core courses that he is taking every semester.
3	2014019	Ankur Dhaka	BTech	CSE	Semester 8	Repeater	will do courses in Monsoon 2020	
4	2013002	Aashanvit Sheoran	BTech	CSE	Summer Term 5	Repeater	completed 128 credits, we need to take permission for extension	P&S, DM, ADA. Did 5.5 CSE Courses
5	2014016	Aniket Kadiyan	BTech	CSE	Semester 10	Active	completed 111 credits, we need to take permission for extension	ADA, OS. Did 7.5 CSE courses
6	2014090	Sagar	BTech	CSE	Summer Term 5	Active	completed 123 credits, we need to take permission for extension	COM Rest all is done requirements are done. However need to complete 152 credits
Below students are going to their 11th Semester								
7	2015125	AkashNagrath	BTech	ECE			completed 140 credits, need to register in Monsoon 2020	MIII
8	2015124	AdityaDiundi	BTech	ECE			completed 147 credits	F&W, Did 7 ECE courses
9	2015193	YogeshGupta	BTech	ECE			completed 148 credits	MII, CTD